

NEW HAVEN SENIOR HIGH SCHOOL



PARENT HANDBOOK



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HANDBOOK FOR PARENTS

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LETTER FROM THE PRINCIPAL

We welcome you to New Haven Senior High School. We hope that you will avail yourself of the many opportunities to become better acquainted with your school. We feel that interest in the school shown by the parents generates interest on the part of the student, and we believe that close cooperation between the home and the school is very important in education. We want you to feel welcome to come at any time and visit your school.

Sincerely,

Maynard Henwood

Maynard Henwood, Principal

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THE SCHOOL

HISTORY

New Haven High School for grades 10 through 12 was organized in 1962. The history of the New Haven High School has been varied as to organization. Originally the high school was a part of the Allen County School System under a county superintendent. In 1948, the school was organized under the New Haven Public School Corporation. With the reorganization of schools in Indiana, New Haven Public School Corporation became a part of East Allen County Schools. The original high school building, which is now used by both the junior and senior high schools, was built in 1923. The west building was built in 1955 with an addition in 1959. The latest addition is the south addition to the 1923 building, which was built in 1964. We have a complete athletic field, built south of U. S. Highway 30, that was completed and dedicated in 1964.

PHILOSOPHY

The philosophy of the New Haven High School is to provide the best educational experience for all students. We make every attempt to take the student where we find him and to teach him as much as we possibly can and take him as far as we can. We feel it is the obligation of the school to prepare the student for useful living and for further educational training. It is the hope of the staff of New Haven High School and of the officers of the Parent Teacher Association that this handbook will bring the parents and the school closer together. Parents and the school are involved in one very important job-- the guidance and educational development of each child. As parents and teachers it is our

responsibility to do our best to understand our youth of today. The following may help in this important and difficult job:

1. listen to what they have to say;
2. try to understand how they perceive situations;
3. accept their feelings;
4. encourage their efforts to solve their own problems;
5. respect their reticence;
6. be accurate and honest;
7. help them to develop worthwhile interests;
8. set firm, reasonable limits;
9. help to provide a healthy environment;
10. understand your own feelings;
11. help them to build a sound philosophy of life.

PROGRAM OF STUDIES

The program of studies is designed to meet the needs of the students. The needs are varied due to individual differences, varied interests and different levels of abilities of the students. It provides a general education which gives basic knowledge necessary for intelligent living in our society, regardless of the vocation an individual may choose. Specialized training is offered for those who wish to prepare for specific jobs immediately after graduation from High School. For those who plan to attend college, a varied college preparatory curriculum is offered. Since offerings are so varied, it is most important that serious thought be given, both by the student and his parents, to his program of studies. Help in planning individual programs of studies may be obtained by contacting

the guidance office of the school. The school counselor has information concerning entrance requirements for college or technical schools, preparation requirements for specific jobs and information necessary for a balanced general education. Counselors are available for conferences with the student and his parents and will welcome every opportunity to assist in planning a program of studies suited to the needs and interests of the individual.

REQUIREMENTS FOR GRADUATION.

A unit represents one year's work in a subject. One unit is equal to two credits. Students must earn $17\frac{1}{2}$ units or 35 credits in four years of high school. The following courses are required for graduation:

English, $3\frac{1}{2}$ units (must include $\frac{1}{2}$ unit in
Speech or Developmental Reading)

Mathematics, one unit

Laboratory Science, one unit

U. S. History, one unit

American Government, one unit

Physical Education, $\frac{1}{2}$ unit

Health and safety, one unit

The remaining units may be made up in elective courses. A major is 3 units in one subject area. A minor is 2 units in one subject area. Students are required to have 2 majors and 2 minors for graduation.

WHAT ARE ELECTIVES?

In addition to the basic knowledge and skills, there are other needs to be met for individuals who differ widely in interests and abilities. To provide for individual differences in students, our school offers a great number of electives. Since the selection of these elective subjects are so wide, wise choices by the student are very important. Each student and his parents should give careful thought to those subjects and select those that will contribute most to the goal desired by the individual student.

COURSE OFFERINGS

The following courses are offered. For more description of each course, please contact the guidance office at the school.

- Mathematics: algebra, first year; algebra, second year; plane geometry; college algebra, one semester; trigonometry, one semester.
- English: English III - 10th. grade grammar
English IV - 11th. grade literature
English V - 11th. grade grammar
English VI - 12th. grade literature
speech (usually taken in grade 10 with English III)
developmental reading (usually taken in grade 10 with English III)
Grammar 12 - B average in English required for this course, seniors only;
Composition 12 - C average required in English, seniors only;
English Literature
Bible Literature
Debate, drama, journalism

Foreign Language: Latin 4 years, German 4 years, French 4 years

Science: Biology; botany and zoology (B average required in Biology); physical science; chemistry; advanced chemistry; physics.

Social Studies: World History; U. S. History; American Government; psychology; sociology; economics.

Commercial: General Business; typing; shorthand; bookkeeping; business machines; sales; business law; business arithmetic; secretarial vocational lab (seniors only); clerical vocational lab (seniors only).

Industrial Arts: Mechanical drawing; architectural drawing; woodworking; machine shop; metal shop; auto mechanics; electricity.

Home Economics: Child care; home nursing; sewing (2 years); advanced foods (for girls); boys foods; home management.

Art: 3 years of art are offered.

Music: Concert band; concert choir; girls glee club; varsity choir; music theory.

Miscellaneous: Jr. Navy ROTC; physical education; exploratory teaching; clinic; library.

Driver's Training: Offered only during the summer school. Any boy or girl who is at least 15 years of age at the beginning of the summer term is eligible to enroll in the course.

HOMEWORK

For the majority of high school students, some homework is necessary. The student should be self-directive in this and not depend upon his parents for help. Home study should be an extension of the activities engaged in at regular class time. The student should have definite aims and understand just what he is to accomplish in his home study.

SCHOOL ACTIVITIES

School clubs satisfy the need of youth to identify their personal interests with group interests and give them a sense of security which comes from belonging to a group or club. Clubs play a big part in the lives of students. Group procedures stimulate thinking and offer opportunities for understanding and appreciating good fellowship. The following are the clubs that are available at our high school:

Band	Social Studies Club
Chess Club	Hi-Y
Choir	Home Ec Club
Future Business Leaders	Sportsmanship Council
French Club	Student Council
Future Nurses	Industrial Arts Club
Future Teachers	Latin Club
Girls' Athletic Assn.	Lettermen's Club
German Club	Masque & Gavel
<u>Herald</u> (School Newspaper)	Math Club
Red Cross	<u>Mirage</u> (School Yearbook)

Music Club	Projectionist Club
National Forensic League	Rifle Club
National Honor Society	Science Club
Pep Club	<u>Vision II</u> (Literary Magazine)
Bulldog Boosters	Y-Teens

INTERSCHOLASTIC ATHLETICS

New Haven High School maintains a complete athletic program. The fall sports include football and cross country. Winter sports are basketball and wrestling. Spring sports are baseball and track and golf. All boys are eligible to participate in any of the above sports providing they meet the requirements set down by the Indiana High School Athletic Association. Some of the more important rules which must be considered for interscholastic athletic participation include:

- a. The student must be passing in four solid subjects.
- b. The student must be physically fit.
- c. The student must be willing to abide by the training regulations as set down by the school.
- d. The student must be regular in his attendance at practice sessions.

For further information concerning the athletic program, please feel free to contact the school.

INTRAMURAL PROGRAMS

The objectives of the intramural programs are to provide an opportunity for students to receive instruction and participate in a wide range of sports and physical activities. Girls' intramurals usually begin immediately after school, while boys' intramurals are after the supper hour. Some of the sports for girls include volleyball, archery, bowling, golf, basketball,

and swimming. Some of the activities for boys include flag football, basketball, bowling, and volleyball.

LIBRARY

The high school library represents a collection of the carefully selected books, periodicals, pamphlets, clippings, and records for students' use in grades 10 through 12. Library hours are the same as regular school hours.

SCHOOL NURSE

A registered nurse is employed full-time to handle any health or emergency problems which might arise during the school day. It is the policy of the school not to send any students home without first securing direct parental permission. If parents cannot be contacted, students will be kept in the clinic.

SPEECH AND HEARING

A speech and hearing therapist works with the school staff in discovering and aiding students with speech and hearing difficulties. Parents are requested to contact the school if their son or daughter suffers from a speech or hearing difficulty so that proper attention may be given to him or her.

SCHOOL LUNCH

Two types of lunches are available in the high school cafeteria. Students can receive a hot, well-balanced lunch for forty cents, or they may choose from the ala carte menu. Ala carte items include sandwiches, soup, and salads.

GUIDANCE SERVICES

The Guidance Department works closely with students, teachers, and parents. Since the school program is so varied, the need for helping the student in planning his work is quite important. Important guidance activities include the following:

a) Educational Planning - This includes planning program studies, receiving information on college requirements, and receiving information on requirements for training beyond high school other than four-year college.

b) Information on Scholarships - Information as to scholarships and awards may be obtained in the Guidance Office. Students and their parents are urged to inquire about these since a large number of scholarships are available for worthy students.

c) Vocational Planning - Counselors discuss vocational opportunities with students and maintain an extensive file on vocational opportunities.

d) Testing Program - The following tests are given through the Guidance Department: The Iowa Test of Educational Development, which is an achievement test, is given in the fall of the 11th. grade; a group intelligence test is also given in the junior year; aptitude and interest tests are available to students upon request. Other tests which are coordinated through the Guidance Department include the National Merit Qualifying Test, the Preliminary

Scholastic Aptitude Test, the College Board's Testing Program, and other special testing programs required for college entrance.

e) Personal Counselling - Many problems of adjustment such as conforming to school regulations, getting along with schoolmates, attendance problems, or home problems are discussed with the students. Many times a conference with the student and his parents is desirable. The counselors welcome conferences with the parents whenever problems arise.

REPORTING TO PARENTS

Report cards are issued to students at the end of each nine-weeks period of school. The system of grading by letters, "A", "B", "C", "D", and "F", is used. The first nine-weeks grade indicates progress up to that time. The second nine-weeks grade, together with the first nine-weeks grade, comprises the semester grade which is recorded on the student's permanent record card. The third nine-weeks grade represents the progress made for the first nine weeks of the second semester. The final mark is given at the completion of the course and represents the student's grade for the second semester of the course. This final grade is entered on the student's permanent record card. The two semester grades are termed as one unit, the equivalent of two credits. At the end of five weeks, 14 weeks, 23 weeks, and 32 weeks, a mid-period progress report is sent home with the student. This report is given only to those students who are doing failing work at that time. Parents are urged to call the school office so that

they can make an appointment with the teacher to discuss the students' progress. Explanation of the grades are listed on the back of the report card which is used.

COSTS

Textbooks are furnished by the school. However, a rental fee is charged. The amount of rental depends upon the books being used. Besides book rental, certain other charges are made for supplies in various subject areas such as Art, Industrial Arts, Science, etc. Checks for payment should be written to New Haven Senior High School.

ATTENDANCE POLICIES

Each student is expected to attend school regularly unless prevented from doing so by illness or other good reason. If a parent desires his child to leave school before closing time, such requests must be made in writing by the parent or a direct phone call to the school. Excused absences as defined by Indiana State law are those absences caused by the pupil's illness, a serious illness of a member of the immediate family, or by the death of a near relative. A pupil is permitted to make up the work following an excused absence and he will receive full credit for this work. Emergency absence is an absence which does not come under the above classifications but which is recognized by the school as necessary. Work may be made up for such absences with full credit. Illegal absence is an absence which the school does not recognize as necessary. Work must be made up but no credit is given. Four percent is subtracted from the grade for that

grading period for every day that the student is marked illegally absent. In cases of illness or other excused absence from school, parents are asked to call the school to report their son or daughter absent. This call should be made as early in the day as possible. If it is impossible for a call to be made to the school, then it is necessary that the student bring a note explaining his absence. A call should be made each day the student is out, unless it was previously explained that the student would be out for an extended period of time. The number to call is 493-1517.

CARS

All cars driven to school must be parked on the assigned parking lot. Students who wish to drive cars to school must obtain the prescribed form from the school office and present this form properly signed by the parents so that the car can be registered. Students will be given a decal which is to be affixed to the back side of the rear view mirror. This decal will indicate that the student has registered his car and has permission to drive to school. Students may not drive their cars at noon without the permission of the principal, which is granted upon written request from the parents. Students are not to convey passengers unless they are included on the driver registration card which is on file in the office. Any violation of the above will result in the loss of the privilege to drive a car to school.

DANCES AND PARTIES

Dances and other social functions are

usually scheduled from 8 to 11 p. m. There are no pass-outs at school parties and dances. After students and guests arrive at a function, they are to stay in the building until they wish to leave the affair permanently.

BUS REGULATIONS

Good conduct on school buses will be expected at all times. Please remember that the student's safety and the safety of all others on the bus is dependent upon the student's cooperation and the others' cooperation as well. If a student is in violation of regulations governing conduct on school buses, he shall forfeit his right to ride. In order to be reinstated on the bus, a conference among the student, parents, and the school principal will be necessary.

INSURANCE

School-time accident insurance is available to all students. This insurance is issued annually at the beginning of school. School insurance is required of all students who participate in athletics or intramural sports. Students enrolled in physical education classes, Industrial Arts classes, and some science classes will be required to have student insurance unless the parents have adequate accident insurance. If this is the case, the parent must sign the proper form as prepared by the principal indicating that they have adequate accident insurance coverage and by whom they are insured.

WITHDRAWALS

A student who withdraws from school for any reason must check out through the

school office. The pupil must return all rented books to the classroom teachers. If a student withdraws from school owing the school money, official transcripts and reports will not be sent until such bills are paid in full.

HONOR ROLL AND HONORABLE MENTION

At the end of each nine week grading period, the school publishes a list of students who have made the honor roll or honorable mention. In order to be on the honor roll a student must make four "A's" out of five or six grades and no grade below a "B". In order to be on the honorable mention list, a student can receive no grade lower than a "B" in any subject.

STUDENT DRESS

All students are expected to dress as ladies and gentlemen. Girls are to wear skirts and blouses or dresses. Jeans, slacks, shorts, pant dresses, culottes, etc., are not proper attire for school. The length of the skirts should be in good taste. Excessively short skirts will not be permitted. Excessive make up is not permitted. Hair styles which call undue attention to oneself are not permitted. (This includes both boys and girls.) Boys are to have their shirts tucked in if they are made to be worn inside the trousers and belts are to be worn on trousers which require them. Heel plates are not permitted. A good rule of thumb concerning dress and appearance should be, "Does the way that I am dressed call undue attention to myself?" If the answer is "yes", then ones dress or appearance will probably not be acceptable in school.

SMOKING

Smoking is not permitted on the school

grounds, This includes the school parking lots and Schnelker Park. Students caught smoking on school grounds will receive at least a three day suspension from school.

PARENT TEACHER ASSOCIATION

New Haven High School has an active P.T.A. There are four regular meetings and one community service program held during each school year. Meetings are the first Monday of the month beginning in October and ending in April. The Annual Harvest Supper, held in the fall of the year, is the only money raising project of the P.T.A. A clothing bank is maintained at our school in cooperation with other schools in our area. It is to be used as needed by all East Allen County Schools. At least three times during the school year a Newsletter is published by the P.T.A. It is mailed to all families with students in New Haven Jr. and Sr. High. All parents are urged to join this service organization, take an active part, and become better acquainted with school procedures, teachers, and other parents of the community.



